

DEFINITION OF ACTIVITY CODES

Each activity code includes related paperwork, training and travel time required to perform that activity.

1	Direct Medical and School Health Related Services	Providing direct medical, mental health, or therapeutic care services as well as the administrative paperwork, follow-up, and billing activities related to that service. Developing care plan. Conducting screenings, diagnostic evaluations and/or assessments, and treatments. Counseling about a health, mental health, or substance abuse issue. Performing child health screens such as vision, hearing and other EPSDT screens. Providing immunizations or pre-natal care services. Administering first aid, emergency care, or prescribed medications or injections. All services that <i>can</i> be billed to Medicaid.
2	Non-Medicaid Educational and Other Social Activities	Activities that are specific to instructional, curriculum, and student focused areas . Classroom instruction , including lesson planning, testing, and correcting papers. Individualized instruction to a special education student. General supervision of students (e.g., lunchroom, playground, bus, study hall, etc.). Developing, coordinating and monitoring the educational component of the IEP and the associated meetings/ conferences. Parent conference about a student's educational progress. Compiling/monitoring attendance reports, report cards, or OPI reports. Monitoring and arranging class schedules. Confering/ meeting with students and/or parents about discipline, academic matters, attendance, or other school related issues. Participating in or presenting training related to curriculum or instruction. Reviewing student records, and monitoring student academic achievement. Evaluating instructional services and curriculum, school policies and procedures.
3	Outreach to the Medicaid Program	Informing individuals, students and their families about the benefits and availability of services provided by Medicaid , including preventive care, treatment, screenings and the EPSDT program. Encouraging families to access medical/dental/ mental health services provided by the Medicaid program. Distributing literature about the benefits, eligibility requirements and availability of Medicaid services, including EPSDT screenings. Providing information about EPSDT screenings (e.g., dental, vision) in schools that will help identify medical conditions that can be corrected or improved by services offered through the Medicaid Program.
4	Outreach to Non-Medicaid Programs	Describing educational, social, or vocational programs or services (i.e. Special Education program, scholarships, remedial programs, after-school childcare, Boy/Girl Scouts). Informing families and distributing literature about the benefits and availability of non-health related programs (i.e. WIC, childcare scholarships, summer programs, sports camps, after school activities, career searches, college, etc.). Scheduling and promoting activities that educate individuals about the benefits of healthy life-styles and practices. Conducting general health education programs or campaigns addressed to the general population (i.e. DARE, Red Ribbon week, healthy life-styles, anti-smoking programs). Conducting outreach to access to educational, social, legal or other services not covered by Medicaid.
5	Facilitating an Application for Medicaid	Assisting individuals or families in gathering pertinent information for, or completing an application for Medicaid covered health services. Explaining the Medicaid eligibility process to prospective applicants.
6	Facilitating an Application to Non-Medicaid Programs	Assisting an individual or family in completing or gathering information to complete a college application, job application, student loan, IDEA, Free and Reduced Lunch, etc. Referring an individual or family to the appropriate agency for Food Stamps, day care or other social programs to complete an application for assistance. Explaining the eligibility process for non-Medicaid programs , including IDEA. Verifying a student's eligibility for free and reduced lunch.
7	Referral, Coordination and Monitoring of Medicaid Services	Participating in meetings/discussions to coordinate or review an individual's need for health related services covered by Medicaid. Monitoring and evaluating the Medicaid service components of the IEP as appropriate. Providing information to other staff about the individual's related medical or mental health services and plans. Gathering information for referrals or evaluations for necessary medical, mental health or substance abuse services. Scheduling EPSDT screens or other medical and mental health diagnostic services. Coordinating medical, mental health or substance abuse services covered by Medicaid, which were identified as a result of a screen or evaluation. Coordinating and/or scheduling health care appointments for the individual or family. Scheduling and/or coordinating the delivery of immunizations.
8	Referral, Coordination and Monitoring of Non-Medicaid Services	Monitoring, making referrals and/or recommendations to coordinate a student's scholastic needs . Making referrals for, coordinating and monitoring the delivery of scholastic, vocational, and other non-health related examinations. Making referrals for and/or coordinating access to social and educational services such as childcare, employment, job training and housing. Monitoring the non-medical components of and IEP as appropriate. Gathering any information that may be required in advance of these non-Medicaid related referrals. Participating in a meeting/ discussion to coordinate a student's need for scholastic, vocational, and non-health related services.
9	Client Assistance to Access Medicaid Services	Arranging for or providing translation or signing services that assist an individual or family in accessing and understanding necessary health care or treatment . Arranging for transportation for an individual or family to access Medicaid services.
10	Client Assistance to Access Non-Medicaid Services	Arranging for or providing translation or signing services that assist a student or family to access and understand educational and other social services . Arranging for or providing translation or signing services to assist in the completion of day care, legal, social service program applications. Arranging for transportation for an individual or family to access educational, vocational and other social services such as after school programs, athletics, etc.
11	Program Planning, Policy Development and Interagency Coordination Related to Medical Services	Working with other health agencies to improve the coordination, delivery, and access of medical/mental health services. Developing internal plans and strategies to assess the effectiveness of school health programs , increase service capacity and close service gaps. Monitoring the effectiveness and delivery health services in schools. Developing advisory or work groups of health professionals to provide consultation and advice regarding the delivery of health care services to the school population. Coordinating with interagency committees to identify, promote and develop EPSDT services in the school system. Coordinating the medical/mental health service programs provided in schools with other community medical/mental health programs and agencies.
12	Program Planning, Policy Development and Interagency Coordination Related to Non-Medical Services	Working with other education agencies to improve the coordination, delivery, and access to educational, vocational, employment, and other social services (non-health). Developing internal plans and strategies to increase district wide educational service capacity and close service gaps. Monitoring the effectiveness of educational related services in schools. Coordinating with interagency committees to identify, promote and develop expanded educational services in the school system.
13	General Administration	Taking lunch, breaks , or any paid leave (i.e. personal leave, sick leave, vacation). Attending general school staff meetings , board meetings or district training. Reviewing school or district procedures and rules. Providing general supervision of staff (i.e. evaluations). Performing other administrative or clerical activities related only to general building or district functions or operations. You are unable to assign your sample moment to any other activity code .
14	Not Scheduled to Work	Your sample moment is before or after your scheduled workday hours. You are not being paid at your sample moment.